

SECURITY INFORMATION

23 January 1953

MEMORANDUM FOR: Deputy Director (Administration)

FROM : Office of Current Intelligence

SUBJECT : Changes in Authorized Table of Organization

1. It is requested that the following positions be reclassified and the following changes made in the authorized Table of Organization for the Office of Current Intelligence:

<u>Position Number</u>	<u>Division or Staff</u>	<u>From</u>	<u>To</u>
H25	Special Policy and Security Staff Special Activities Branch	Info Receptionist(Sup) GS-304-5	Info Receptionist(Sup) GS-7
H26	Special Policy and Security Staff	Info Receptionist GS-304-4	Info Receptionist GS-5
H26.01	Special Activities Branch		
H26.02			
H26.03			
<del>H26.04</del>	<i>added per Comm. with [redacted] [redacted] [redacted]</i>		
H31	Administrative Staff	Adm Assistant GS-301-9	Adm Officer GS-11
H30	Administrative Staff	Adm Assistant GS-301-9	Adm Assistant GS-7
H244	Soviet Division USSR Branch Office of the Chief	File Clerk GS-305-4	Clerk (Typing) GS-4
H268*	Soviet Division	File Clerk GS-305-4	Clerk (Typing) GS-4

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2. The OCI Receptionist Staff, which controls entrance to the Special Center, has duties and responsibilities beyond those normally assigned to the other receptionists utilized by the Agency, and it is believed, therefore, warrant grades which are correspondingly higher. The Chief Receptionist is charged with direct supervision of the three receptionist-controlled entrances to the Special Center, the records maintained at such points, supervision of the staff of five receptionists, and responsibility for the immediate determination, through appropriate sources, of who may and may not enter the Center and

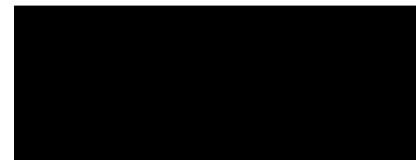
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under what conditions (escorted, not escorted, etc.). Further, under plans to be implemented in the very near future, the entire badge system and control of people entering the Special Center is being changed and substantially tightened. The receptionist force will assume a much more important and direct position with respect to all persons within the Center, entailing recording and badging of all persons with respect to the different types of clearances relative to this area.

3. The above adjustments for positions H30 and H31 are requested because of the realignment of responsibilities and duties of these two positions within the Administrative Staff. Further, after a review of the duties and demands of positions H244 and H266, it is believed that the requested titles are more appropriate.

FOR THE ASSISTANT DIRECTOR, CURRENT INTELLIGENCE:



Executive Officer

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